



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: January 6, 2016

Re: Contract Approval for an Assessment of Multijurisdictional
Transportation Impacts of Retail Agglomerations

GO TO 2040 encourages collaboration across communities, and encourages development patterns that provide long-term fiscal benefits for local governments as well as the region as a whole. Previously, CMAP explored the issue of fiscal impact as part of a broader project, the Fiscal and Economic Impact Analysis of Local Development Decisions. The project focused on municipal land use decisions and their fiscal impact across 31 case studies in the region. A finding of the study was that a broad number of local jurisdictions are affected by municipal development decisions, particularly in regard to the road network. The road network, which is maintained by a combination of municipalities, townships, counties, the state, and the Illinois Tollway, experiences utilization, maintenance, and operational impacts in both the short and the long term as a result of new development.

This project will expand upon this work by analyzing the transportation utilization and cost impacts specifically for retail agglomerations. The purpose of the project is to understand how retail development impacts transportation infrastructure utilization and associated expenditures, as well as how these impacts are distributed across multiple jurisdictions both within and adjacent to the corridor. CMAP staff will be performing a substantial portion of the research and analysis related to this project, including authoring the final report. A consultant is sought to assist with specific market area definition, refining the fiscal impact analysis methodology, and the fiscal data collection and compilation components of the project.

A Request for Proposals (RFP) for An Assessment of Multijurisdictional Transportation Impacts of Retail Agglomerations was issued on September 11, 2015 and posted on CMAP's website. A pre-bid meeting was not conducted but interested firms were encouraged to submit questions regarding the RFP. The deadline for responses was October 16. Three proposals were received:

- Business Districts Inc. (BDI)
- Wight and Company (Wight)
- S.B. Friedman (SBF)

Review Process

Proposals were reviewed and scored by CMAP staff Lindsay Hollander, Jonathan Burch and Elizabeth Oo based on qualifications and the following criteria.

1. The demonstrated record of experience of the consultant and their key staff in providing the professional services identified in this scope of work. The consultant team should include expertise in transportation planning and outreach to the public sector.
2. The consultant’s understanding of the goals identified in the Project Background and Project Description sections, and the effectiveness of the proposal at accomplishing these goals.
3. The consultant’s approach to each task as described in the Scope of Services section, including the approach to determining the appropriate travel shed/market area for each case study, and the approach to obtaining information related to transportation expansions, enhancements, and utilization costs. The consultant should lay out a clear process for accomplishing each of these steps, and should tie back the description of process to the overall goals of the project.
4. The consultant’s experience in conducting research on transportation planning and public policy topics, in general.
5. The consultant’s experience in liaising with state and local government agencies.
6. The quality and relevance of the examples of similar work.
7. Cost to CMAP, including consideration of all project costs and per-hour costs.

Table 1: Scoring

Criteria	Max. Score	BDI	SBF	Wight
Experience	10	8.0	8.0	7.0
Understanding of the project	10	4.0	10.0	2.0
Approach to project	20	16.0	16.0	10.0
Experience with similar projects	10	7.0	8.0	8.0
Experience in transportation planning and public policy	10	10.0	10.0	8.0
Experience with local governments	10	10.0	10.0	10.0
Examples of similar work	10	8.0	10.0	7.0
Cost to CMAP	20	20.0 (\$75,000)	16.0 (\$83,650)	14.0 (\$109,480)
Total	100	83.0	88.0	66.0

Recommendation for contractor selection

Following the interviews, CMAP reviewers reached a consensus to select S.B. Friedman & Company as the contractor based on the strength of their approach to completing the market area analysis and data collection, and their experience working with local governments.

Total project cost of S.B Friedman's proposal was \$83,650, which included the assumption that data collection would require 22-28 meetings with local governments. However, until Phase-I of the project is complete, it is not possible to determine the actual number of meetings with local governments that will be required. Should additional meetings with local governments be required and additional funds be necessary, approval will be sought from the Board at that time for the additional funding.

It is recommended that the Board approve a contract with S.B. Friedman to provide an assessment of multijurisdictional transportation impacts of retail agglomerations in the amount of \$83,650.00. Support for this was included in the FY15 UWP Contracts budget.

ACTION REQUESTED: Approval

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Chicago Metropolitan Agency for Planning

Agenda Item No. 6.2

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: January 6, 2016

Re: Contract Approval for a Comprehensive Plan for the Village of
Brookfield

The CMAP local technical assistance (LTA) program is meant to advance the implementation of GO TO 2040 by providing resources to local governments. Over 115 projects have been completed through the LTA program, with 48 more underway. Projects include comprehensive plans, corridor or subarea plans, studies of special topics such as housing or water resources, and similar planning activities. Most projects are led by CMAP staff, but some require external assistance to augment CMAP staff expertise.

The Village of Brookfield, located in western Cook County, is seeking a new Comprehensive Plan that provides long range planning guidance for the community. The last comprehensive plan was completed in 2004 and was primarily focused on the redevelopment of the community's commercial corridors and nodes, including transit-oriented development near the Village's three Metra stations on the BNSF line. Brookfield is looking for an updated comprehensive plan that not only provides commercial redevelopment strategies, but also addresses transportation, flood mitigation, public health, and neighborhood character issues and opportunities. The new Comprehensive Plan will promote the livability principles of CMAP's GO TO 2040 plan, and address issues resulting from demographic and economic changes since the adoption of the last Comprehensive Plan. It will provide policies and implementation actions to promote balanced growth and development for the next 15-20 years, with specific focus on economic development, bicycle and pedestrian planning, stormwater management, housing, and plan implementation.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on September 28, 2015. Firms were also permitted to submit options which were not part of the base cost but which could be included at the discretion of CMAP and the Village. Staff held a non-mandatory pre-bid information session for consultants on October 2. Notes

pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On October 19, CMAP received proposals from four consultants: Ratio Architects, Inc., Teska Associates, Houseal Lavigne Associates (HLA), and Solomon Cordwell Buenz (SCB).

Proposals were reviewed by two staff members from the Village of Brookfield (Emily Egan and Keith Sbiral) and two staff members from CMAP (Samyukth Shenbaga and Nora Beck). Brookfield and CMAP staff scored each proposal independently by November 9, 2015. The criteria for selection included the following.

1. The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified in this scope of work, including addressing the topical issues identified in the Project Background and Project Description sections.
2. The consultant's approach to preparing a comprehensive plan that addresses the priorities identified in the Project Background and Project Description sections.
3. The consultant's approach to the comprehensive plan development process, including community engagement, preparation of deliverables, and implementation.
4. The quality and relevance of the examples of similar work.
5. The quality of the option(s) submitted.
6. The consultant's integration of the principles of GO TO 2040 into the proposal.
7. Cost to CMAP and Village, including consideration of all project costs and per-hour costs.

Table 1 shows the score of each firm that submitted a response to the RFP.

Table 1: Scoring

Criteria	Maximum Score	Ratio	Teska	HLA	SCB
Experience	25	18.7	19.2	20.4	19.3
Approach to key topic areas	25	19.2	14.1	15.4	16.6
Approach to process	20	16.4	14.1	14.8	13.9
Other (sample projects and consistency with GO TO 2040)	10	6.9	7.4	8.3	7.4
Proposal cost	20	9.6 \$99,880	14.2 \$80,869	9.7 \$99,580	6.3 \$114,962
Total	100	70.8	68.9	68.5	63.5

Recommendation for Contractor Selection

Following the interviews, the Committee reached a consensus to recommend Ratio Architects, Inc., as the contractor for the Brookfield Comprehensive Plan. Overall, the interview team felt that Ratio had the best project team, proposed the fullest approach to sub-area planning in their core proposal, and would be able to provide a fresh perspective drawing upon their nation-

wide practice. In addition to an economic development specialist in house, the Ratio team featured Kimley-Horn Associates, a multi-modal transportation engineering firm, with a comprehensive view of expanding transportation options within the Village. The addition of WRD Environmental, a natural resources planning and analysis firm, positions the Ratio team to evaluate opportunities to address stormwater management in combination with other planning goals.

It is recommended that the Board approve a contract with Ratio Architects, Inc., to provide a comprehensive plan for the Village of Brookfield. The base cost for this contract will be \$99,880. It is recommended that one option proposed by Ratio be included; this involves design guidelines for three sub-areas. The interview team believes that the proposed design guidelines for the three sub-areas add important value to the proposal, allowing the Village to better articulate their vision and desired physical characteristics of the three keys areas of focus in the comprehensive plan. This option is priced at \$4,670, and CMAP and the Village agreed that their added value to the comprehensive plan more than makes up for the increased cost. With the option, the not-to-exceed cost for Ratio's proposal will be \$104,550. Of this amount, \$50,000 will be contributed by the Village of Brookfield, and \$54,550 will be contributed by CMAP. Support for this project is included in the FY16 Contracts budget, for which \$10,000 of CMAP's portion of the project will be covered under the CBDG-DR grant.

ACTION REQUESTED: Approval

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